

## Job Aid:

### How to Add Bidder Notification to a Bid Posting

#### This Job Aid shows how to:

- Add bidder notification to a bid
- Generate an email notification to selected bidders in COMMBUYS

#### Of Special Note:

COMMBUYS has functionality that enables the buyer to select all vendors who have registered in COMMBUYS and who have designated United Nations Standard Products and Services Codes (UNSPSC) for their vendor profile. If you have already issued a bid and did not select vendors to notify of the bid opportunity or need to add additional vendors to notify, please utilize this job aid. Email notification of bid opportunities in COMMBUYS now requires the buyer to indicate the vendors/bidders who will receive an email bid notification. This step is taken on the Bidders screen of the bid.

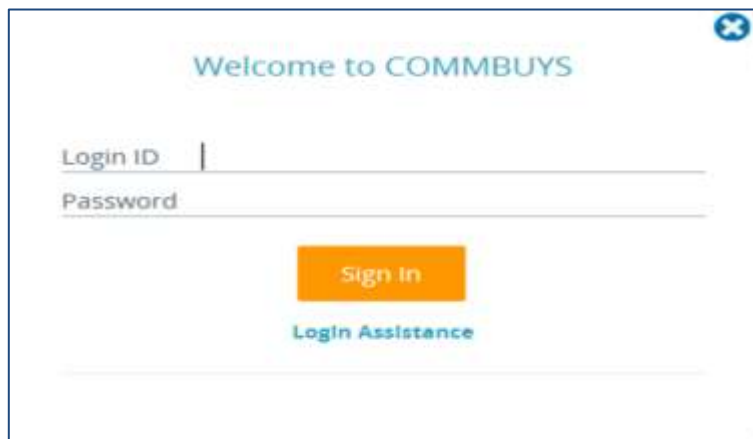
#### Screenshot

#### Directions



#### Step 1: Accessing the COMMBUYS Landing Page

1. Launch the COMMBUYS website by entering the URL (<https://www.commbuys.com>) in the browser or by clicking the hyperlink [COMMBUYS](https://www.commbuys.com).
2. Click on the orange **Sign In** button in the upper right hand corner.
3. Enter your Login ID and Password and click on the **Sign In** button.



## Job Aid:

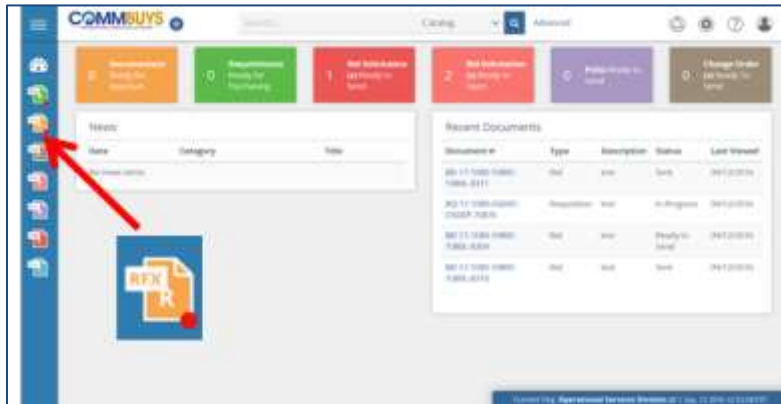
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#### Step 2: Clicking the Bid Solicitations Icon

Click on the Bid Solicitations icon.

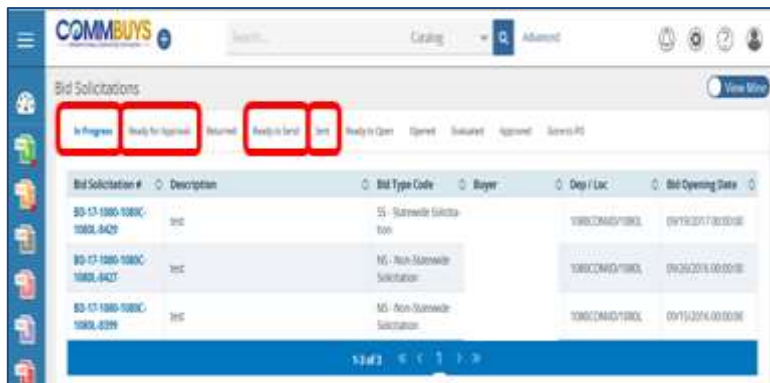


#### Step 3: Clicking the Tab Hyperlink

The Bid Solicitations page displays. To send notification, the bid can be in the following statuses:

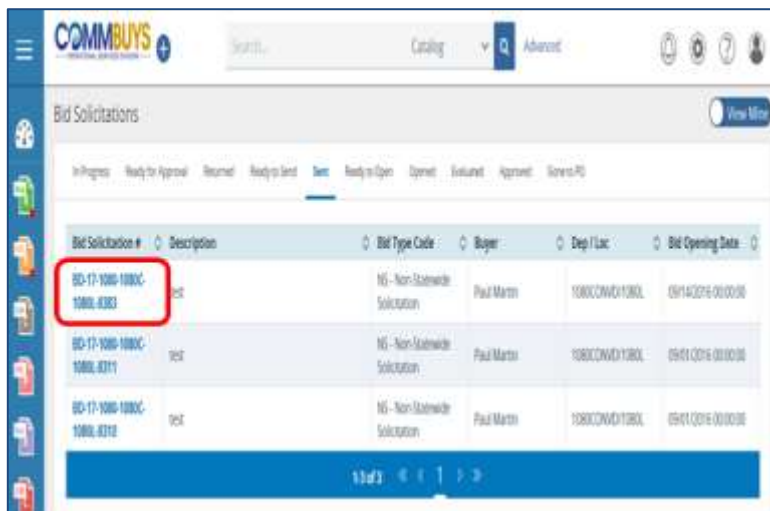
- **In Progress**
- **Ready for Approval**
- **Ready to Send**
- **Sent** (even after the bid has been posted, bidders can be added and notified by following the next steps)

Click on the desired tab hyperlink.



#### Step 4: Clicking the Bid Solicitation # Hyperlink

Click on the blue hyperlink for the desired bid in the **Bid Solicitation #** column.

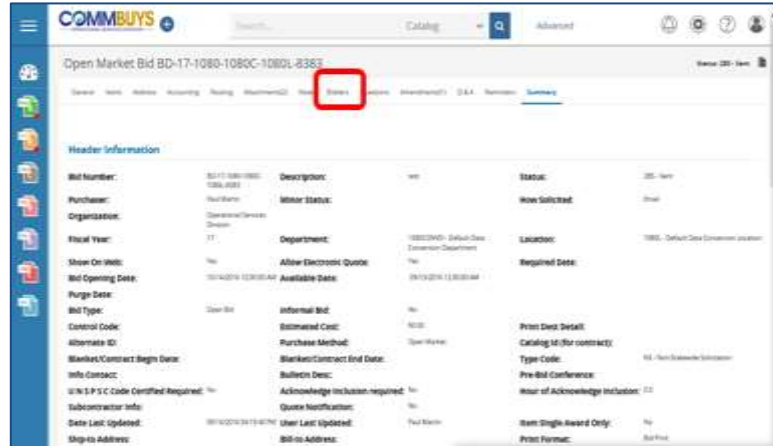


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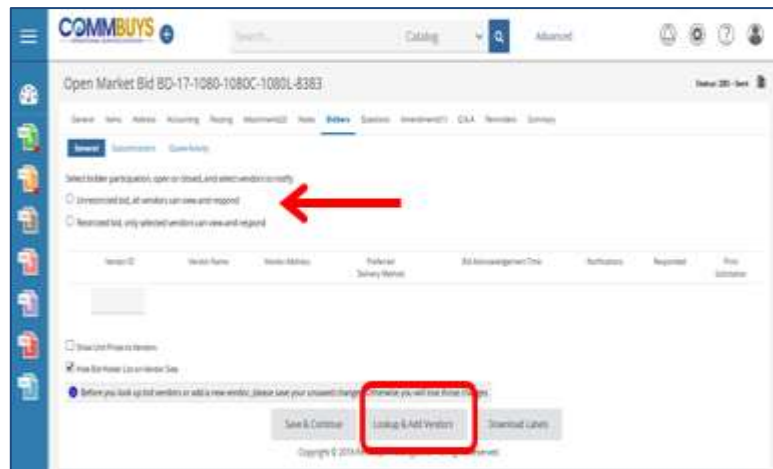
#### Directions



#### Step 5: Clicking the Bidders Tab

The Summary tab of the Open Market bid screen displays.

Click on the **Bidders** tab.



#### Step 6: Looking up Vendors

In this example, the bid is in Sent status and has been posted in COMMBUYS without selecting or notifying bidders. You must select bidders in order for them to receive an email notification.

1. If this is an open bid, click the radio button for **Unrestricted bid, all vendors can view and respond**. This will allow all vendors to view and respond. **NOTE:** If you do not click either Unrestricted or Restricted, COMMBUYS will default to Unrestricted status. Click the **Save & Continue** button if a change is made here.
2. Click on the **Lookup and Add Vendors** button to add bidders and notify vendors via email of a bid posting.

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#### Step 7: Finding Vendors

The Lookup & Add Reference Vendors screen displays.

Scroll to the bottom of the screen and click on the **Find Vendors for All Commodity-EPPs on the Bid** button.

COMMBUYS automatically matches the vendors who have correctly registered with UNSPSC codes and their email to the bid.

Buyers can also add vendors by name and also use the other search parameters listed and filter as appropriate.

Lookup & Add Reference Vendors - Bid BD-17-1080-1080C-1080L-83E3

Vendor Lookup:

Search Using:

Search Fields:

Vendor ID	<input type="text"/>	Vendor Name	<input type="text"/>
Vendor Tax ID	<input type="text"/>	Vendor Legal Name	<input type="text"/>
Vendor Payment	<input type="text"/>	Alternate ID	<input type="text"/>
ZIP Code	<input type="text"/>	County	<input type="text"/>
State	<input type="text"/>		
<input type="checkbox"/> Emergency Supplier <input type="checkbox"/> Reference Vendor			
UNSPSC Department	<input type="text"/>		
UNSPSC Class	<input type="text"/>		
UNSPSC Segment	<input type="text"/>		
Disadvantaged Business Enterprise	<input type="text"/>		
OSDB Category	<input type="text"/>		
OSDB Number	<input type="text"/>		
Environmentally Preferable Product	<input type="text"/>		
Location: Gay, Biased and Transgender-Owned Business Enterprise	<input type="text"/>		
Minority-Owned Business Enterprise	<input type="text"/>		
Portuguese-Owned Business Enterprise	<input type="text"/>		
Prompt Pay Discount	<input type="text"/>		
Are you interested in participating as a Prime/Sub contractor?	<input type="text"/>		
Geographical Service Area in Massachusetts	<input type="text"/>		
Service Disabled Veteran-Owned Business	<input type="text"/>		
Women-Owned Business Enterprise	<input type="text"/>		
Business Revenue	<input type="text"/>		
AGREEMENT AND TERMS OF USE FOR BIDDING	<input type="text"/>		
Business Type	<input type="text"/>		
Veteran-Owned Business Enterprise	<input type="text"/>		
Women Non-profit Organization (501(c)(3))	<input type="text"/>		
Program: <input type="checkbox"/> Small Business Transitioning Program			

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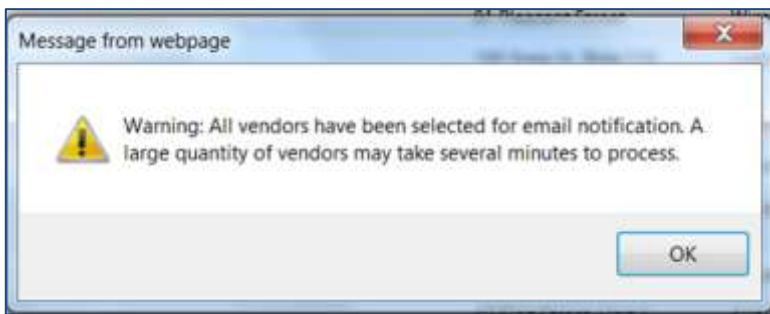
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#### Step 8: Selecting Vendors

All vendors from the search display.

1. To select all vendors, check the box at the top of the **Select** column. This is the best practice for adding multiple vendors.
2. A dialog box displays when selecting a large number of vendors. If this is satisfactory, click the **OK** button.
3. Once the vendors have been selected, click on the **Save & Exit** button at the bottom of the screen.

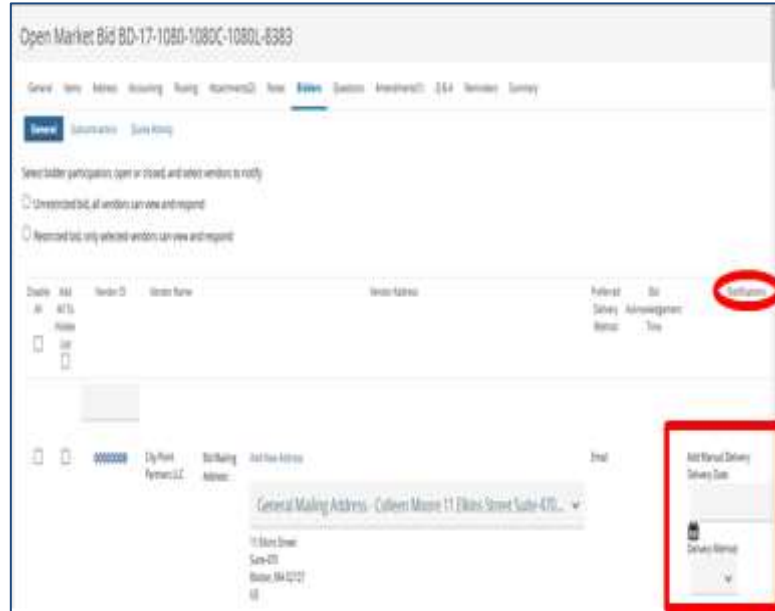


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#### Step 9: Notifying Vendors

After selecting the vendors, the **Bidders General** screen displays, listing the Vendor ID, Name, Address and Preferred Delivery Method. The process in Steps 5-8 can be repeated multiple times to ensure that vendors with different commodity codes relevant to your bid are included. COMMBUYS will create a combined notification list of all vendors you select through multiple vendor searches. If a vendor appears multiple times, COMMBUYS will keep the vendor's name on the list once to avoid duplicate notification.

#### For Bids in Sent Status:

COMMBUYS will ask how you want to notify each vendor – simply select the contact date (the date you would like them to receive notification) and the method for each vendor you wish to add (email).

Once you have added vendors and notification information, the best practice is to issue an amendment to the original bid and include the following message: **“Issued additional bidder notification about this bid.”** This amendment will trigger an email notification to all vendors listed on the bid, including those who received previous notifications or if they were previously listed as bidders.

Next, click on the **Summary** tab.



#### Step 10: Reviewing the Vendors

On the Summary tab there is now a **Bidders** field in the middle of the **Header Information** section.

If you have already issued the bid (Sent status), and did not select vendors to notify of the bid opportunity, or need to add additional vendors to notify, you have now added bidders and you can stop at this step.

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Qty	Unit Cost	COB	Total Discount Amt	Tax Rate	Tax Amount	Total Cost
10	10.00 10-Set		0.00		0.00	10.00
Manufacturer			Brand		Model	
Notes			Packaging			

## Step 11: Reviewing the Item Information

Review the Item Information section of the Summary tab to ensure correct UNSPSC codes were added.

If the bid was already in Sent status, you will not need to submit this for approval.

If the bid is in one of the other statuses, click the **Submit for Approval** button at the bottom of the Summary tab.

Send Bid Actions

☒ Change bid sources "Self" and only winners ☐ Change bid sources "Self" only

Send Bid

Cancel Bid Close Bid Post

## Step 12: Sending the Bid

1. If the bid was not in Sent status, once the bid has been approved, search for it, then open it up to the Summary tab and scroll to the bottom of the Summary page.

The Buyer will have two radio button options in the **Send Bid Actions** section:

- Option 1: COMMBUYS defaults to **Change bid status to “Sent” and notify vendors.** The best practice is to keep the default (Option 1).
  - Option2 : **Change bid status to “Sent” only.** This does not send an email notifications to the bidders.
2. Click the **Send Bid** button. The document status changes to **2BS Sent** status.